

Job Class Code: 0980	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and assist the City Manager in oversight and management of City functions. The class is responsible for supervising staff, establishing long range plans, developing and recommending policy and procedures, overseeing, assisting, and assessing City departments, documenting and reporting on events and activities to senior management and elected or appointed officials; acts for the City Manager in his or her absence. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops and recommends goals, objectives, policy and procedures for city wide application in consultation with City Manager, other elected or appointed officials, senior management, department heads, and department staff, to establish efficient and responsive operational processes; articulates these to City departments and activities, and advises and evaluates to ensure compliance and identify deficiencies.
- Provides management, leadership, direction, and broad perspectives to City department management; resolves broad issues relating to several departments, the City, other agencies, or which have serious legal considerations; assists with emergency planning and disaster recovery plans.
- Serves on City Manager’s leadership team and represents the City on boards or committees involved in planning, management, or other issues; participates in interagency or other meetings or conferences; develops and recommends budgets, resolution for major issues, and major project or programs; makes presentations to elected or appointed officials, regulatory agencies, department heads and staff, and public or private agencies or groups.
- Negotiates for, and represents the City with intergovernmental activities, regional agencies, citizen’s groups, and civic or professional leaders; manages media relations to enhance the City’s image.
- Oversees administrative matters such as developing and defending budgets, administering expenditures for major programs and projects, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, administrative, or professional principles.
Reasoning Requirements	Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.

Mental Requirements	Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a professional, fiscal, legal, managerial, or other nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the public.
Decisions/Supervisory Control	Makes decisions as the primary aspect of job, affecting the organization, related organizations, and a major segment of the general population; develops long range goals, plans, and methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in business administration, public administration, social work, or closely related field. Master's degree is preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of ten years of related, full-time equivalent experience, including five years of managerial experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.